

ADM-7

OPTIONAL FORM NO. 10

**SECRET**

UNITED STATES GOVERNMENT

*Memorandum*

DD/ST# 041-64

TO : Chief, Logistics Services Division  
 ATTN : Chief, Building Services Branch  
 FROM : Chief, Supply Division, OL


DATE: 26 DEC 1963

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SUBJECT: Filing Cabinets

REFERENCE: 

25X1

1. As you are aware, funds for the procurement of furniture and equipment for Headquarters elements are extremely limited. During the past few months there has been an ever increasing demand for the two-drawer Mosler filing cabinets which are used with the 30 x 50 and the 30 x 66 top assemblies. This increased demand is questionable considering the provisions of 


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2. If issuances continue at the present rate, stocks will be completely depleted in approximately one month. Strict control appears to be the only alternative at this time. Effective this date, all requisitions for 2, 4, and 5-drawer combination lock type filing cabinets should be accompanied by a memorandum citing full justification and approval by the Administrative Officer and the Area Records Officer of the specific component.

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CONCURRENCE

  
Records Management Staff

Date

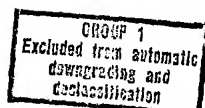
17 Dec 1963

## Distribution:

- Original & 1 - Addressee
- 1 - OL/LSD/BSB
- 1 - OL/SD/DSCB
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- 1 - OL/SD/SMCB (Official)
- 1 - Records Management Staff

OL/SD/SMCB/  (13 December 1963)

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